

SECTION 240 ATHLETIC DIRECTOR

RESPONSIBLE TO:
High School Principal

POSITION GOAL: The Athletic Director provides administrative leadership in developing and executing a vision to implement effective and comprehensive athletic programs. The Athletic Director promotes extracurricular athletic activity that fosters skill development, an expectation of excellence, an understanding and appreciation for all athletic activities, and sportsmanship for students and athletes.

Key Attributes / General Requirements:

- A. **Certified:** or eligible to receive certification as an administrator
- B. **Supportive:** of coaches, student athletes, teachers, parents and community interests. Willing to support new ideas and suggestions. Encouraging. Conduct the proper investigations with co-curricular code-violations. Responds to any violation appeals.
- C. **Compliant:** administer appropriate rules and regulations governing the conduct of athletes. Operate the athletic program in accordance with policies and regulations as prescribed or directed by the following:
 - 1. The Wisconsin Interscholastic Athletic Association.
 - 2. The Badger Athletic Conference.
 - 3. The Portage Community School District policies.
- D. **Available:** to stakeholders to listen to ideas, problems and/or suggestions.
- E. **Fair:** care about all sports and treat them fairly.
- F. **Honest and Ethical:** build trusting relationships by acting with integrity, courtesy, and responsibility, even in the face of stress or demanding workplace conditions.
- G. **Excellent Communicator:** keep up to date with the latest information. Communicate effectively with the people in school and in the community. Present a positive image of the program. Promote positive public relations.
- H. **Organized:** to meet the demands of all aspects of athletics. Coordinate facility usage. Take care of logistical details involved with schedules, game management, and other maintenance issues.
- I. **Experienced:** with all aspects, challenges and pressures of coaching.
- J. **Fiscally Responsible:** coordinate resources. Work with booster clubs and park and recreation department. Manage and report out Warrior Fund expenditures annually.

- K. **Accountable:** provide feedback to coaches and report to the school board on what coaches are doing well and areas that could be improved; recognize and reward good performance; encourage development of necessary skills to improve coaching; have the courage and conviction to hold coaches accountable.
- L. **Visionary:** develop and communicate an inspiring vision of the athletic program. Set high goals and remain dedicated to the pursuit of those goals.
- M. **Visible:** actively and visibly involved at athletic events. Attend games and contests to show interest, be a proactive problem solver, and generally support athletes, coaches, and fans.
- N. **Value Education:** support the value of education and classroom expectations.
- O. **Promoter:** proactively work with coaches to maintain acceptable levels of student participation to foster successful programs.
- P. **Liaison:** serve as the administrative liaison to the Ad Hoc Athletic Advisory Committee, parents, and community athletic groups.
- Q. **Administrative Team Member:** attend administrator and school board meetings as appropriate, assist other administrators during crisis situations, substitute for absent teachers as needed, and perform other duties as assigned.

Approved - Aug 1984
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